

U.S. Army Corps of Engineers



YOUR ADVANCEMENT

PROMOTIONS. Your qualifications for promotion (a change to a position of higher grade) develop as your knowledge increases and as you grow in experience and competence. Three types of promotions exist: Accretion of Duties Promotions, Career Promotions and Merit Promotions.

Accretion of Duties Promotions. This non-competitive promotion results from the assignment of higher level duties and responsibilities not initially part of your job description that results in the reclassification of your position at a higher grade. You may be promoted if you have supervisory approval and all regulatory requirements are met.

Career Promotions. Some positions have a built-in potential to a certain grade (target level). These positions are developmental in nature. Based on your qualifications, performance, time-in-grade restrictions, and meeting any mandatory training requirements, you may be promoted non-competitively.

Merit Promotions. This type of promotion requires competition and selection for positions other than the one you presently occupy.

FILLING VACANT POSITIONS. Positions may be filled in a variety of ways. One method is through “Merit Placement and Promotion.” Position vacancy announcements are made available to all employees via the INTERNET and/or a copy is posted on official bulletin boards. The Merit Placement and Promotion Plan prescribes specific procedures to be followed in filling jobs according to the basic Federal merit principles. If you hold a Career or Career-conditional appointment, you may apply under the “Merit Placement and Promotion Plan.” Temporary employees may not apply directly for positions under the Merit Promotion Plan unless they have reinstatement eligibility or are eligible under the Veteran’s Employment Opportunity Act (VEOA).

Another way to fill jobs is through non-competitive reassignments of permanent employees. See the “Merit Placement and Promotion Plan” for further information on this and other ways of filling jobs.

CHANCES FOR PROMOTION. Opportunities for promotion for employees who grow in experience, skill and competence may become available. (Note: Employees who have temporary appointments are not eligible for promotion). The following information may help you to take advantage of promotion opportunities:

- Take individual initiative in preparing for advancement.
- Recognize that work performance, job attitudes, leave records, punctuality, respect for office rules, and personal traits are considered in promotion selection and conduct yourself accordingly.

- Systematically check announcements and apply for positions for which you are qualified and interested.
- Keep your supervisor informed of specific job interests so that he or she may act in your behalf during periods of leave or absence on official business.
- Keep your personnel records current.

All employees will be afforded equal opportunity to develop and advance to their full potential according to their capabilities without regard to race, color, religion, age, sex, national origin, political preference, marital status, physical handicap, or membership/non-membership in an employee organization.

TRANSFERS. If qualified, Career and Career-Conditional employees are eligible to transfer to another position within their present organization or agency or to another agency in the Federal government.

Transfer within the organization. An effort is made to place employees in a position in which their skills and knowledge are most effectively utilized. However, the needs of the organization may require that you be reassigned to a different position. Also, you may want to be reassigned to another position that you feel would better utilize your abilities. It may be possible for you to be reassigned if there is a vacancy, and you meet the requirements of the position. If you feel you could be more useful in another position or line of work within the organization, discuss this with your supervisor.

Transfer to another Agency. Employees who want to transfer to another agency must locate vacancies and apply for positions for which they are qualified. If you are considering or would like information about working for another agency, it may be helpful to discuss this with your supervisor and/or the Civilian Personnel Advisory Center (CPAC).

DEVELOPMENTAL OPPORTUNITIES. The Corps of Engineers carries out a positive program of employee development on a continuing basis to meet both the immediate and the long-range organizational requirements. This program includes providing opportunities for both job-related and long-range developmental training and encouraging employee self-development. The objectives of the program are: to insure the optimum performance of employees in present jobs; to provide a reservoir of administrative, technical and clerical skills to meet the future needs of the Corps; and to provide an opportunity for employees to grow toward their occupational goals within the organization.

TRAINING AND EDUCATION. The primary purpose of the training program is to develop and maintain a well trained, capable workforce ready to carry out the organization's mission in an efficient and productive manner. Employees will be given the opportunity to receive job-related training and to improve through self-development. Supervisors have a responsibility for employee development and one of their primary obligations is to train and develop the employees under their supervision. In general, temporary employees are not eligible for most types of training.

Training Responsibility. Supervisors have the main responsibility for training their subordinates. They identify training needs; determine how to best meet those needs; provide or arrange for adequate training; provide opportunities to use knowledge and/or skill; and evaluate training to see if the needs

were met. Employees have the responsibility for self-development; taking part in identifying training needs; getting the most out of the training provided; evaluating training; and utilizing the knowledge/skill back on the job.

Training Needs. Department of Army policy is that training is given only to meet an existing or foreseeable need. Therefore, all supervisors review the needs of their subordinates once each year before the fiscal year starts. The immediate supervisor, with employee input (via the Individual Development Plan or IDP), determines what training is needed (within the organizational framework) for employees to accomplish the mission of the organization. In career programs or other developmental programs, established development plans also help identify training needs.

Meeting Training Needs. After training needs are determined, the supervisor will nominate subordinates for specific training. This is usually accomplished during the activity's annual Training Needs Survey. The survey is actually a compilation of all the training needs identified on an employee's IDP's plus any additional requirements that have surfaced since preparation of the IDP. Identifying training needs does not guarantee that an employee will be nominated/accepted for a particular training course(s). There are various factors that can affect employee training: regulatory restrictions, budget limitations, organizational workload, organizational priorities, organizational mission (present/anticipated), course prerequisites, course cancellations, etc.

Training Courses. Supervisors have many options to satisfy employee training needs. The most common methods of meeting employee training needs are on-the-job training, formal classroom instruction, and distance learning programs.

On-the-Job Training. As a minimum, training will be provided to each employee on-the-job to develop proficiency and skills needed to perform their duties.

Formal Training. The most common sources of formal training include: Corps of Engineers Courses (PROSPECT/Distance Learning), Army Service Schools, Defense Management Education and Training/Department of Defense Schools, courses presented in-house, Interagency Schools (Office of Personnel Management, General Services Administration, USDA, Graduate School, etc.), and Non-Government sources (manufacturers, commercial training institutions, local colleges/universities, etc.). Be aware that there are specific controls over Non-Government Training (check with your organization's Training Coordinator or the Civilian Personnel Advisory Center (CPAC) for more information).

Distance Learning. Correspondence courses from different branches of the military services are available in a variety of subject areas at cost and at no cost. These courses are listed in the Army Correspondence Course Program catalog (Department of Army Pamphlet 351-20) and other military branch catalogs. Correspondence courses from the USDA, Graduate School's National Independent Study Center (NISC), GSA, commercial training institutions, and some colleges/universities are also available (there are costs involved with these). In addition, government sources, commercial vendors and various colleges/universities offer a variety of online courses via the INTERNET.

Training Notification. All employees approved to attend training will receive notification (reporting instructions) concerning where and when to attend. Employees should not attend training sessions

unless they have received notification.

Training Attendance. When an individual is on Temporary Duty (TDY) for training purposes, he/she is under the supervision of the designated course director/instructor and is not authorized to be absent from such training or to depart the training site prior to the close of the training course without first clearing it with the course director/instructor. Failure to do so may result in an unsatisfactory grade/or disciplinary action.

Training Coordinator. Your organization's Training Coordinator is the point-of-contact (POC) for all training matters and acts as a liaison between the functional chief and the Civilian Personnel Advisory Center (CPAC). The Training Coordinator is responsible for a variety of administrative support duties. These duties include, among others: assisting in conducting the annual training needs survey, assisting management in preparing annual training plans and budgets, assisting management and individuals to locate required/appropriate training courses, coordinating timely submission of all training requests, coordinating the distribution of reporting instructions to individuals scheduled to attend training and updating employee training histories utilizing the automated system TRAIN.

Individual Development Plan (IDP). The IDP provides the mechanism by which the employee's career goals can be considered within the framework of the organization and is to be used primarily as a training and development needs statement and should reflect the best merger of individual and organizational career development objectives. Utilizing an IDP, an individual and supervisor may plan for training and related developmental experiences (details, special projects, rotational assignments, OJT, readings, etc.) needed to prepare the individual for positions of greater responsibility and the projection of an individual's career goals. The IDP can change from year to year and its purpose is to assist employees by helping to set up goals and charting where the employee can best contribute and grow within the organization. Since the process includes both the supervisor's and employee perspective, there is the opportunity for exchange and feedback so that the goals are reasonably achievable. The quality of the IDP will be a direct result of the amount of time and thought put into its development.

CAREER PROGRAMS. Various occupations have been identified for coverage by a Department of the Army career program. Each of these career programs is covered by a regulation that describes career patterns, career intake, appraisal and counseling methods, registration and referral system, and training and development opportunities. Your supervisor will advise you whether or not you are in a position covered by a career program and who the career program manager is for your particular career field. Career program positions at certain grade levels are filled through a centralized referral process. Your supervisor can tell you whether or not you are at a grade level at which you need to submit a career appraisal package to be considered for promotion to higher grade positions through the centralized referral process. If you are not to be assigned to a position covered by a specific career program but feel that you have the experience and training to qualify as a voluntary registrant in a career program, you should contact your supervisor or the Civilian Personnel Advisory Center (CPAC). Temporary employees are not enrolled in a Department of the Army Career Program unless they have previously served in a permanent position and have reinstatement eligibility.